

**KENTUCKY REAL ESTATE APPRAISERS BOARD
2624 RESEARCH PARK DRIVE, SUITE 204
LEXINGTON, KY 40511**

PHONE: (859) 543-8943 - FAX: (859) 543-0028 - Web site - www.kreab.ky.gov

INSTRUCTIONS FOR COMPLETING THE APPLICATION

1. The Kentucky Real Estate Appraisers Board recommends that Associate applicants arrange for a supervisor prior to taking education courses.
2. Associate applicants and supervisors are advised to read the associate/supervisor requirements thoroughly.
3. Please submit the appropriate fee with the application (\$212 for associate or \$237 for licensed or certified, fees are not pro-rated regardless of when the application is received). Applications will be reviewed by the Board on the fourth Friday of each month.
4. If you should have any questions, please contact the Board or email your questions to Angie.Thomas@ky.gov.

DOCUMENTS REQUIRED TO BE SUBMITTED FOR EACH APPLICATION

	CERTIFIED GENERAL	CERTIFIED RESIDENTIAL	LICENSED REAL PROPERTY	ASSOCIATE
Application and Oath & Affidavit	X	X	X	X
Education Completion Certificates	X	X	X	X
Letter of verification from supervisor*	X	X	X	X
Commercial Log	X			
Residential Log	X	X	X	
Experience Affidavit	X	X	X	
2 Non-Residential Reports	X Reports will be selected from the log by the Board			
2 Residential Reports	X Reports will be selected from the log by the Board	X Reports will be selected from the log by the Board	X Reports will be selected from the log by the Board	
Include the Fee	\$237	\$237	\$237	\$212

***If you are applying for a Kentucky Certified General Real Property appraiser credential and you currently hold a licensed real property, certified residential, or associate credential, you must provide a letter of verification for training supervision from a Kentucky Certified General Real Property Appraiser.**

****If you are applying for a Kentucky Certified General or Residential Real Property Appraiser credential by reciprocity from a State in which you are in good standing with that State appraiser regulatory agency, and if that State appraiser regulatory agency is in good standing with the ASC, and has adopted the most current AQB criteria, you will be required to submit application pages 1-4, and the applicable affidavit page 5, 6 or 7 for the credential you are requesting from Kentucky. Also, the credential you request from Kentucky must be the same as you hold in the reciprocal State. It will not be expected that reciprocity applicants submit experience logs or proof of education completion to the KREAB.**

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APPRAISER LICENSE/CERTIFICATION APPLICATION

Type of License/Certification you are applying for (see page 8 for instructions):

Check One	TYPE	KY Resident	Reciprocity
<input type="checkbox"/>	Associate License	<input type="checkbox"/>	Not Permitted
<input type="checkbox"/>	Licensed Real Property	<input type="checkbox"/>	Not Permitted
<input type="checkbox"/>	Certified Residential Real Property	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Certified General Real Property	<input type="checkbox"/>	<input type="checkbox"/>

Pages 1 – 4 of this application must be completed by all applicants. Also, the applicable affidavit page(s) (Page 5-Certified General), (Page 6-Certified Residential) or (Page 7-Licensed Real Property) must be completed and returned to the KREAB office signed in ink. The signature must be notarized, and the notary must affix his/her seal.

Please print or type

1. Name: _____
First MI Last

2. Business Information: *Supervisor (if applicable) _____
*Associate applicants and applicants for Certified General who are currently Kentucky Licensed or Kentucky Certified Residential must submit an affidavit of supervision from a supervising appraiser. (All applicants requesting certified general experience must provide proof of having completed at minimum 1,500 hours of experience training in property appraisals with greater than 1-4 unit residential use under the supervision of a Kentucky Certified General Real Property Appraiser.)

Firm Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ County: _____

3. Residence Information:

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ County: _____



Mail correspondence to: ☐ **Business** ☐ **Residence**

4. Email Address: _____ Fax: _____
5. Date of Birth: _____ Social Security No. _____
6. Have you **EVER** had an application for certification or licensure as an appraiser denied by any agency within the State of Kentucky or any other State?
___ **NO YES** ___. If yes, please explain and submit a copy of the denial notice.
7. Have you **EVER** been reprimanded or fined or had a license or a certificate or a registration suspended, revoked, restricted, denied, or surrendered in Kentucky or any other State by any agency that has granted you a license, certificate or registration to engage in a regulated occupation, trade or profession?
___ **NO YES** ___. If yes, provide explanation in writing, and provide a copy of any documentation that describes the charges against you, and the action taken by the appropriate agency.
8. Are you the subject of **ANY** pending investigation, administrative sanction proceeding, hearing, trial or similar action by any agency that has granted or denied you a license, certificate, or registration to engage in a regulated occupation, trade or profession?
___ **NO YES** ___. If yes, explain and submit a copy of any documentation describing the charges against you.
9. Have you **EVER** entered a plea of nolo contendere, been found guilty of, or convicted of a *felony*?
___ **NO YES** ___. If yes, fully explain the facts of the offense and identify the location of the jurisdiction of the proceedings. Include a copy of **all** final court documents identifying the charges and assessing the penalties.
10. Have you **in the last ten years** entered a plea of nolo contendere, been found guilty of, or convicted of a misdemeanor?

___ **NO YES** ___. If yes, you must fully explain the facts of the offense and identify the location of the jurisdiction of the proceedings. Include a copy of all final court documents identifying charges and assessing penalties.

11. Are you now awaiting trial or sentencing in any criminal proceeding?
___ **NO YES** ___. If yes, fully explain the facts of the alleged offense and identify the location of the proceedings.
12. Have you ever used any name other than the one herein, either initials, surname, maiden name, or alias?
___ **NO YES** ___. If yes, you must list all other names used.
13. Has any disciplinary action ever been brought against you as a member of any professional organization or trade association?
___ **NO YES** ___. If yes, explain and include a copy of any document reflecting the allegations and the final action or decision, if it has been rendered.

The oath and affidavit on the following page must be completed, signed, notarized for this application to be considered by the Board for approval. Any application not signed, all questions answered, and all pertinent information provided will be considered incomplete.

OATH AND AFFIDAVIT

I do hereby acknowledge that I have reached the age of 18; have a High School or High School Equivalency diploma; agree that I have knowledge of and comply with the standards set forth in KRS 324.010, State of Kentucky rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me pursuant to said law; authorize the Kentucky Real Estate Appraisers Board or their agents to interview individuals or organizations referenced in my claims for satisfying education requirements and experience requirements, or equivalent experience, and to inspect my appraisal files to verify information given on my application. I further authorize the Kentucky Real Estate Appraisers Board or their agents to conduct a criminal records check.

I do further authorize the Kentucky Real Estate Appraisers Board to inform those entities selected by the Board of any disciplinary action taken by the Appraisers Board and the basis for that action; any state in which I have the authority or any state which I may apply for the authority to perform any appraisal activities involving federally related transactions pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989.

I do agree to return the license/certification upon request if issued to me in error or if requested by the Kentucky Real Estate Appraisers Board after a hearing pursuant to disciplinary action.

I acknowledge that appraisals made by me after January 1, 1991 and claimed as experience in this application have been completed in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP).

Oath:

The Statements and information contained herein, with attachments, are made under oath, and any material misrepresentation shall be punishable as perjury, in the first degree, a felony crime, (KRS 523:020) and shall also be grounds for suspension, revocation or refusal to renew any certificate or license granted pursuant to same.

Affidavit: State of _____ County

I, _____, being at least eighteen years of age duly sworn, affirm and state that the information provided within the application for Appraiser License or Certification in the State of Kentucky, is true and correct to the best of my knowledge.

(Signature of Applicant)

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

(Seal)

My Commission expires: _____

**CERTIFIED GENERAL REAL PROPERTY APPRAISER
EXPERIENCE AFFIDAVIT**

Please print or type

Name: _____ Social Security No.: _____

I, the undersigned applicant for certification as a Certified General Real Property Appraiser to the Kentucky Real Estate Appraisers Board, being first duly sworn and cautioned concerning the nature of the within oath, do hereby depose and state:

1. That to date, I have at least 3,000 hours and a minimum of thirty (30) months appraisal experience. Hours may be treated as cumulative in order to achieve the necessary 3,000 hours of appraisal experience. Of the 3,000 hours of appraisal experience, I am claiming in this affidavit, at least 1,500 hours consist of experience in non-residential appraisal work, (Residential means one (1) to four (4) residential units), and that my appraisal experience is in; fee and staff appraisals, review appraisals, ad valorem tax appraisals, highest and best use analysis, feasibility analysis or study.
2. That documentation in the form of reports or file memoranda is available to the Kentucky Real Estate Appraisers Board to support the experience set forth in paragraph 1, above.
3. All experience obtained after January 1, 1991 complies with the Uniform Standards of Professional Appraisal Practice.

Under penalty of perjury and as material representation to the Kentucky Real Estate Appraisers Board to secure certification, I state the foregoing is true.

Signature: _____ Date: _____

State of _____

County _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

Seal

My Commission Expires: _____

**CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER
EXPERIENCE AFFIDAVIT**

Please print or type

Name: _____ Social Security No.: _____

I, the undersigned applicant for certification as a Certified Residential Real Property Appraiser to the Kentucky Real Estate Appraisers Board, being first duly sworn and cautioned concerning the nature of the within oath, do hereby depose and state:

1. That to date, I have at least 2,500 hours and a minimum of two (2) years (24 months) appraisal experience. Hours may be treated as cumulative in order to achieve the necessary 2,500 hours of 1-4 unit appraisal experience, and that my appraisal experience is in; fee and staff appraisals, review appraisals, ad valorem tax appraisals, highest and best use analysis, feasibility analysis or study.
2. That documentation in the form of reports or file memoranda is available to the Kentucky Real Estate Appraisers Board to support the experience set forth in paragraph 1, above.
3. All experience obtained after January 1, 1991 complies with the Uniform Standards of Professional Appraisal Practice.

Under penalty of perjury and as material representation to the Kentucky Real Estate Appraisers Board to secure certification, I state the foregoing is true.

Signature: _____ Date: _____

State of _____

County _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

Seal

My Commission Expires: _____

**LICENSED REAL PROPERTY APPRAISER
EXPERIENCE AFFIDAVIT**

Please print or type

Name: _____ Social Security No.: _____

I, the undersigned applicant for licensure as a Licensed Real Property Appraiser to the Kentucky Real Estate Appraisers Board, being first duly sworn and cautioned concerning the nature of the within oath, do hereby depose and state:

1. That to date, I have at least 2,500 hours and a minimum of two (2) years (24 months) appraisal experience. Hours may be treated as cumulative in order to achieve the necessary 2,500 hours of 1-4 unit appraisal experience, and that my appraisal experience is in; fee and staff appraisals, review appraisals, ad valorem tax appraisals, highest and best use analysis, feasibility analysis or study.
2. That documentation in the form of reports or file memoranda is available to the Kentucky Real Estate Appraisers Board to support the experience set forth in paragraph 1, above.
3. All experience obtained after January 1, 1991 complies with the Uniform Standards of Professional Appraisal Practice.

Under penalty of perjury and as material representation to the Kentucky Real Estate Appraisers Board to secure certification, I state the foregoing is true.

Signature: _____ Date: _____

State of _____

County _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

Seal

My Commission Expires: _____

CERTIFIED GENERAL REAL PROPERTY CLASSIFICATION

**All certified appraisers are bound by the Competency Provisions of the
*Uniform Standards of Professional Appraisal Practice***

EXPERIENCE:

Applicant must have acquired 3,000 hours AND a minimum of thirty (30) months of appraisal experience. Hours may be treated as cumulative in order to obtain the hours. At least fifty (50) percent (1,500 hours) must be in non-residential appraisal work. Residential is defined as one to four residential units. A detailed Experience Log, four (4) work samples (2 residential and 2 non-residential) and a Certified General Experience Affidavit (signed and notarized) must be submitted for Board review as a part of meeting the experience requirement. All experience obtained after January 1, 1991 must comply with the Uniform Standards of Professional Appraisal Practice.

***READ EXPERIENCE SECTION INCLUDED IN THIS PACKET.**

EDUCATION:

***READ EDUCATION SECTION INCLUDED IN THIS PACKET.**

CONTINUING EDUCATION:

The equivalent of 14 classroom hours of instruction in courses or seminars for each year during the period preceding the renewal is required.

EXAMINATION:

Successfully pass the written State General Certification Examination. Education requirements must be met prior to being seated for the exam.

***NOTIFY THE BOARD WHEN EDUCATION IS COMPLETED AND APPLICANT IS READY TO SIT FOR THE EXAM.**

LICENSED REAL PROPERTY CLASSIFICATION

**All licensed appraisers are bound by the Competency Provision of the
*Uniform Standards of Professional Appraisal Practice***

EXPERIENCE:

Applicant must have acquired 2,500 hours AND a minimum of two (2) years of appraisal experience. Appraiser must indicate some hours in non-residential work. Hours may be treated as cumulative in order to obtain the hours. A detailed experience log, four (4) work samples (2 residential and 2 non-residential) and a Licensed Real Property Experience Affidavit (signed and notarized) must be submitted for board review as a part of meeting the experience requirement. All experience obtained after January 1, 1991 must comply with the Uniform Standards of Professional Appraisal Practice.

***READ EXPERIENCE SECTION INCLUDED IN THIS PACKET.**

EDUCATION:

***READ EDUCATION SECTION INCLUDED IN THIS PACKET.**

CONTINUING EDUCATION:

The equivalent of 14 classroom hours of instruction in courses or seminars for each year during the period preceding the renewal is required.

EXAMINATION:

Successfully pass the written State Licensed Examination. Education requirements must be met prior to being seated for the exam.

***NOTIFY THE BOARD WHEN EDUCATION IS COMPLETED AND APPLICANT IS READY TO SIT FOR THE EXAM.**

CERTIFIED RESIDENTIAL REAL PROPERTY CLASSIFICATION

**All certified appraisers are bound by the Competency Provisions of the
*Uniform Standards of Professional Appraisal Practice***

EXPERIENCE:

Applicant must have acquired 2,500 hours AND a minimum of two (2) years of appraisal experience. Hours may be treated as cumulative in order to obtain the hours. A detailed Experience Log, two (2) residential work samples and a Certified Residential Experience Affidavit (signed and notarized) must be submitted for Board review as a part of meeting the experience requirement. All experience obtained after January 1, 1991 must comply with the Uniform Standards of Professional Appraisal Practice.

***READ EXPERIENCE SECTION INCLUDED IN THIS PACKET.**

EDUCATION:

***READ EDUCATION SECTION INCLUDED IN THIS PACKET.**

CONTINUING EDUCATION:

The equivalent of 14 classroom hours of instruction in courses or seminars for each year during the period preceding the renewal is required.

EXAMINATION:

Successfully pass the written State Residential Certification Examination. Education requirements must be met prior to being seated for the exam.

***NOTIFY THE BOARD WHEN EDUCATION IS COMPLETED AND APPLICANT IS READY TO SIT FOR THE EXAM.**

ASSOCIATE REAL PROPERTY APPRAISER CLASSIFICATION

**All licensed appraisers are bound by the Competency Provision of the
*Uniform Standards of Professional Appraisal Practice***

GENERAL:

The Appraiser Qualifications Board criteria for the “Associate Classification” is presented below:

1. The purpose of the associate classification is to provide a means for individuals to obtain experience in order that they may obtain a state license or certification.
 - A. The AQB does not intend that the issuance of this criteria be interpreted as requiring that appraisers must enter the associate classification prior to becoming state licensed or certified or prior to obtaining a classification other than one already held.
 - B. The scope of practice for the appraiser associate classification is the appraisal of those properties which the supervising appraiser is permitted to appraise.
 - C. The appraiser associate shall be subject to the Uniform Standards of Professional Appraisal Practice (USPAP).
 - D. The appraiser associate shall be entitled to obtain copies of the appraisal reports he or she prepared. The supervising appraiser shall keep copies of appraisal reports for a period of at least five years or at least two years after final disposition of any judicial proceeding in which testimony was given, whichever period expires last.
 - E. A supervisor is required to sign the log for each associate they supervise.
 - F. The appraiser associate shall be subject to direct supervision by a supervising appraiser who shall be state licensed or certified in Kentucky for a period of one year and in good standing with the Board.
 - G. A supervising appraiser shall be limited to a maximum of three (3) real property associates at one time; and immediately notify the board when the supervision of a real property associate has terminated.
 - H. The appraiser associate is permitted to have more than one supervising appraiser.
 - I. An associate real property appraiser shall submit to the board two complete summary appraisal reports. Per Appraisal Subcommittee Policy Statement 10 revision, the Board shall immediately require all applicant submit a log of work experience. From that log the Board staff will select appraisal reports for each level of experience review.
 - (1) The appraisals shall be submitted to the board six months and twelve months following the date of issuance of the associate real property license.
 - (2) The Board shall have the right to request additional appraisals from the associate real property appraiser.

An appraiser associate must meet the following requirements:

EXPERIENCE:

Must work under a licensed or certified appraiser who must be indicated in item 2 of the application. All experience obtained after January 1, 1991 must comply with the Uniform Standards of Professional Appraisal Practice.

- A. The supervising appraiser shall be responsible for the training and direct supervision of the appraiser associate by:
 - (1) The supervising appraiser shall personally inspect, at a minimum, each appraised property and the comparable sales with the associate real property appraiser on the associate's first fifty (50) real property appraisal assignments to insure that the associate is competent and acting in accordance with the competency provision of USPAP.
 - (2) The supervising appraiser shall allow an associate real property appraiser who has completed the first fifty (50) appraisal assignments, to inspect properties located within fifty miles of the supervisors' office without being accompanied by the supervisor, provided the supervisor has determined that the associate real property appraiser is competent to perform such appraisals.
 - (3) The supervising appraiser shall accompany and personally inspect each appraised property and the comparable sales with the associate real property appraiser on all appraisal assignments located more than fifty miles from the supervisor's office within twelve months following the date of issuance of the associate real property license.
 - (4) Accepting responsibility for the appraisal report by signing and certifying the report is in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP).
 - (5) Reviewing the appraiser associate report(s).
- B. An appraisal log shall be maintained by the appraiser associate and shall, at a minimum, include the following for each appraisal:
 - (1) Type of property
 - (2) Client name and address
 - (3) Address of appraised property
 - (4) Description of work performed
 - (5) Number of work hours
 - (6) Signature and state license/certification number of the supervising appraiser
- C. Separate appraisal logs shall be maintained for each supervising appraiser.

***READ EXPERIENCE SECTION INCLUDED IN THIS PACKET.**

EDUCATION:

***READ EDUCATION SECTION INCLUDED IN THIS PACKET.**

CONTINUING EDUCATION:

The equivalent of 14 classroom hours of instruction in courses or seminars for each year during the period preceding the renewal is required.

EXAMINATION:

There is no examination requirement for the Appraiser Associate Classification.

INSTRUCTIONS FOR COMPLETING EXPERIENCE LOG

On July 1, 2008, I received the following message from Ms. Jenny Tidwell, Policy Manager for The Appraisal Subcommittee (ASC):

"I just want to make sure that all of you are aware that the AQB adopted the attached Guide Note 6. If you have not already done so, PLEASE make sure that your experience log has **ALL** the following items:

1. Type of property;
2. Date of report;
3. Address of appraised property;
- 4. a) A description of the work performed by the trainee or applicant;**
- 4. b) The scope of the review performed by the supervising appraiser; and**
- 4. c) The level of supervision performed by the supervising appraiser.**
5. Number of actual work hours by the trainee/applicant on the assignment; and
6. The signature and state certification number of the supervising appraiser if applicable. Separate appraisal logs shall be maintained for each supervising appraiser if applicable.
(Bold added for emphasis)"

Based upon the AQB criteria adoption and the above ASC expectation, the KREAB voted unanimously on June 24, 2008 to approve a revised log for use by "**all**" Kentucky Licensed Associate Real Property Appraisers who will submit claims for experience acquired after June 30, 2008. A copy of the revised log is included with this memorandum.

Experience completed prior to July 1, 2008 will be received on the log form, or variations of that form, that was previously approved by the KREAB.

There are a number of changes on the revised form; therefore, it is imperative that both the Associate and the Supervisor immediately become familiar with the changes. It will be required that all information be properly inserted on the form for the applicant to receive credible experience.

The following instructions shall apply in completing the form for acceptable presentation:

1. Each Associate must present a separate log(s) for experience claimed under each individual Kentucky **certified** real property appraiser's supervision.
2. At the top left of each page the associate appraiser must:
 - a. list his/her name;
 - b. the Kentucky Associate license number;
 - c. affix her/his signature;
 - d. the date the log is signed;
 - e. the total hours presented for the individual form; and
 - f. the total number of hours for all pages of the experience claimed for the applicable Kentucky **certified** appraiser's supervision.
3. The applicant must enter the actual hours he/she worked on each assignment. But, the KREAB shall have the right to accept or reject a summation of hours that appear unreasonable. Also, any assignment that does not meet the minimum requirements of USPAP shall be declared void for credit.
4. In the first six shaded columns running left to right across the form, the Associate appraiser shall list:
 - a. the date of the report being claimed (SR 1-2(d));
 - b. the subject property address (SR 1-2(e));
 - c. the abbreviation for the type of report prepared for the assignment being claimed, i.e., Self-Contained **SC**, Summary **S**, or Restricted Use **R** (SR-2-2(a), (b), (c));
 - d. identify the property type by abbreviation, i.e., "**R**" for 1 to 4 residential units, including vacant land for same; and "**G**" for property uses greater than 4 residential units, including vacant land for same (SR 1-2(e));

- e. identify the client named in the assignment report (SR 1-2(a)); and
 - f. list the market value opinion for the subject property (SR 1-2(c)).
5. In the sixth column there are two spaces listing an “A” for Associate and “S” for the Supervisor.
6. In each of the columns labeled “T” through “X” to the right of “A”, the associate appraiser shall indicate by checking each column for which he/she actively participated in completing the assignment.

In each of the columns labeled “T” through “X” to the right of the “S” the supervising appraiser must indicate by the appropriate entry of “P”, “C”, or “R” to note the steps she/he completed in providing supervision for each assignment entered on the log.

- a. Primary responsibility for a particular action will be noted with a “P”.
- b. If the supervisor acted as a co-appraiser the action will be noted with a “C”.
- c. If the supervisor acted as both the assignment review appraiser and approved the assignment for completion, the action shall be noted with an “R”.

The KREAB must be able to determine that the Associate appraiser completed a preponderance of the assignment development for each appraisal assignment claimed for credit. Reviewing the columns “T” through “X” will be only one method for making a determination of acceptable credit. The KREAB may also request additional file memorandum and other information, if it is deemed necessary to do so.

Attention will be given the beginning of the Associate appraiser’s experience to the end, and whether the Associate’s contribution increased exponentially with the passage of time. The KREAB will also review the log to verify the steps provided by the supervisor are considered sufficient for the Associate to have received meaningful supervision.

The columns “T” through “X” will be a significant part of the method exercised in determining whether to award the total experience hours requested for credit. Therefore, both the associate appraisers and the supervising appraisers should read the following instructions and determine if one or both has met the responsibility for completing the assignment steps entered on the log:

- I. In this column both the Associate and the Supervisor must indicate if one or both developed the site analysis and site description in compliance with Standards Rule 1-2(e), (f), (g), (h).
- II. In this column both the Associate and the Supervisor must indicate if one or both developed the building analysis and building description in compliance with USPAP Standards Rule 1-2(e), (f), (g), (h).
- III. In this column both the Associate and the Supervisor must indicate if one or both developed a neighborhood description, and analyzed the neighborhood characteristics per USPAP Standards Rule 1-2(e)(i); 1-2(f), (g), (h); and 1-3(a).
- IV. In this column both the Associate and the Supervisor must indicate if one or both developed the opinion of highest and best use for the subject property in compliance with USPAP Standards Rule 1-2(f), (g), (h), and 1-3(b).
- V. In this column both the Associate and the Supervisor must indicate if one or both collected, verified, analyzed, and developed the data that are applicable and necessary for credible assignment results in compliance with USPAP Standards Rule 1-4 (d), (e), (f), (g); and 1-5(a) and (b).
- VI. In this column both the Associate and the Supervisor must indicate if one or both collected, verified, analyzed, and developed the data and opinion of value for the sales comparison approach, if it is applicable and necessary for credible assignment results, in compliance with USPAP Standards Rule 1-4(a).
- VII. In this column both the Associate and the Supervisor must indicate if one or both collected, verified, analyzed, and developed the data and opinion of value for the cost approach, if it is applicable and necessary for credible assignment results, in compliance with USPAP Standards Rule 1-4(b).

- VIII. In this column both the Associate and the Supervisor must indicate if one or both collected, verified, analyzed, and developed the data and opinion of value for the income approach, if it is applicable and necessary for credible assignment results, in compliance with USPAP Standards Rule 1-4(c).
- IX. In this column both the Associate and the Supervisor must indicate if one or both participated in reconciling the quality and quantity of data available and analyzed within the applicable approaches use; and for which each reconciled the applicability and relevance of the approaches, the methods, and the techniques used to arrive at the final value conclusion(s) in compliance with USPAP Standards Rule 1-6(a) and (b).
- X. In this column both the Associate and the Supervisor must indicate if one or both provided other development steps, or other assistance in the completion of the assignment. If so, the steps must be explained by attachment submitted with the log.
7. At the top of the page, on the right side the Associate must:
- list the individual page number of each log sheet that is being presented for each supervising appraiser; and
 - list the cumulative number of log pages for each log that is being presented for each supervising appraiser.
8. In the last column, the associate appraiser must list the total number of hours claimed for each assignment. The cumulative hours for each log page will be transferred to the left hand top of the page in the blank for **hours requested for “this page.”**
9. Under the table, immediately above the outlined box, are the abbreviations for report types and the property types. It is imperative that these abbreviations are used for the log entry.
10. In the outlined box Associates are directed to:
- 1) Check each column of “I” through “X” to the right of “A” for which the Associate participated in the completion of the assignment.
 - 2) Prepare a separate log for each supervisor and have each supervisor follow the instructions identified as 3 and 4 below.
 - 3) For each portion of each assignment, Supervisors must indicate in the applicable columns “I” through “X” to the right of “S” whether they had primary responsibility, if so enter “P” in the columns “I” through “X.” If the supervisor co-appraised she/he must acknowledge so in the appropriate “I” through “X” columns with a “C”. If the supervisor reviewed and approved the report, she/he must enter in the appropriate columns “I” though “X” an “R”.
 - 4) Requires the supervisor to include the printed name followed by the Supervisor’s Kentucky Certification number. Directly under the printed name, the Supervisor must sign the log, and enter the date of the signature in the space at the right of the signature listed as date signed.
11. Before signing the log, both the Associate and the Supervisor should understand the consequences of affixing their signature to the log. The following language is binding upon all who sign the log; ***“By signing this document, both the Supervisor and the Associate certify that any material misrepresentation shall be punishable as perjury, in the first degree, a felony crime, (KRS 523:020) and shall also be grounds for suspension, revocation or refusal to renew any certificate or license granted to same.”***

Effective immediately, all assignments completed after June 30, 2008 submitted to the KREAB for experience review must include the revised form, with each section of the form properly completed. If the correct form is not submitted, or if the forms are not properly completed, the experience will be rejected.

A copy of the revised log will be placed on the KREAB web site in excel format for the convenience of all Kentucky Associate Real Property Appraisers and Supervisors to download and begin using immediately for all assignments completed after June 30, 2008 that are submitted to the KREAB for experience credit.

I thank every Kentucky Licensed and Certified appraiser for your patience and understanding in this matter. Please understand that this directive is being made in response to an AQB Real Property Criteria change. Therefore, the KREAB, and all State appraiser regulatory agencies, must comply in order to remain in good standing with the ASC expectations for Title XI "FIRREA" compliance.

If any one has questions or concerns please contact me at the KREAB office.



Kentucky Real Estate Appraisers Board
Appraiser Assignment Log (Please Print)

Name: _____

Associate License Number: _____

Signature: _____ Date Signed: _____

Hours Requested: *This page* _____ *Total* _____

Applicants must enter actual hours, subject to maximums approved by the Board.

Report Date	Subject Property Address	Report Type	Property Type	Client named in report	MarketValue Opinion	A - Associate	S - Supervisor	I. Developed Site Desc. & Analysis	II. Developed Bldg. Desc. & Analysis	III. Nhd Description & Dev. Analysis	IV. Developed the Highest & Best Use	V. Collected, Verified, and Analyzed Data	VI. Developed Income Approach	VII. Developed Cost Approach	VIII. Developed Sales Comparison	IX. Developed Final Reconciliation	X. Other (please attach explanation)	Associ ate Hours
						A												
						S												
						A												
						S												
						A												
						S												
						A												
						S												
						A												
						S												

Report Type: Restricted Use = R Summary = S Self-Contained = SC - Property Type: 1 to 4 Residential units/lots = R or Greater than 4 Residential units/lots = G

Associates must:

- 1) Indicate the part(s) of each assignment the *Associate* contributed by putting an "x" in the Columns I thru X. (Supervisor must accompany associate on first 50 assignments)
- 2) Prepare a separate log for each Supervisor and have each supervisor follow instructions 3 & 4 below. (Only CG may supervise assignments greater than 1 to 4 units.)
- 3) For each part(s) of each assignment, Supervisors must indicate whether they: P – Had Primary Responsibility C – Co-appraised R – Reviewed and Approved

By signing this document, both the Supervisor and the Associate certify that any material misrepresentation shall be punishable as perjury, in the first degree, a felony crime, (KRS 523:020) and shall also be grounds for suspension, revocation or refusal to renew any certificate or license granted to same.

4) Supervisor Name (Print) _____

Supervisor Name (Sign) _____

Supervisor's
KY Cert.
No. _____
Date _____
Signed _____

Pg No. _____
of _____
pgs

Rev.
07/08

Issued August 2006

KREAB

FAQ - 2008 Criteria Requirements

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